

UNITED STATES DEPARTMENT OF AGRICULTURE

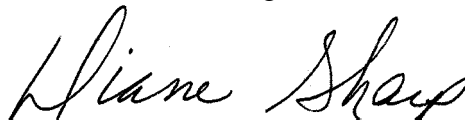
Farm Service Agency
Washington, DC 20250

Notice TB-1035

For: IN, KY, TN, and VA State and County Offices

**Tobacco Loss Assistance Program 2001 (TLAP01)
Application Approval and Software Procedures**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

The Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Act, 2002, provides that direct payments be made to growers and quota holders of fire-cured, dark air-cured, and Virginia sun-cured tobaccos in Indiana, Kentucky, Tennessee, and Virginia not later than March 31, 2002.

Notice TB-1032 provided instructions for accepting TLAP01 applications manually using CCC-951 and CCC-951-A.

County Transmittal No. 479 will provide software to enable County Offices to load CCC-951 and CCC-951-A data into the System 36 from manual TLAP01 applications.

Payment factors and instructions for processing payments will be issued in a future notice. Payment software will be available in a future software release.

B

Purpose

This notice provides instructions for:

- approving CCC-951
- loading TLAP01 applications into the System 36.

C

Dates

All CCC-951 and CCC-951-A data shall be loaded into the System 36 by March 29, 2002.

| Disposal Date | Distribution |
|----------------------|---|
| January 1, 2003 | Above State Offices; State Offices relay to applicable County Offices |

Notice TB-1035

2 County Office Action

A

Accessing TLAP01 Application Software

From Menu FAX250, access TLAP01 application software according to the following table.

| Step | Menu | Action |
|------|----------|---|
| 1 | FAX250 | ENTER "3" or "4", "Application Processing", as applicable, and PRESS "Enter". |
| 2 | FAX09002 | Enter the appropriate County Office, if applicable, and PRESS "Enter". |
| 3 | FAX07001 | ENTER "18", "Tobacco/Peanuts", and PRESS "Enter". |
| 4 | M00100 | ENTER "7", "Tobacco Loss Assistance Program 2001", and PRESS "Enter". |
| 5 | MND000 | ENTER "3", "CCC-951 Application Processing", and PRESS "Enter". |
| 6 | MNT01100 | Enter the number of the tobacco kind selected and PRESS "Enter". Screen MNT30001 will be displayed. |

B

Example of Screen MNT30001

The following is an example of the options available from TLAP01 Screen MNT30001.

Note: A Help Screen will display the definition of "Payment Pounds" for each kind of tobacco.

```
TLAP SIGN UP          125-MONTGOMERY          MNT30001
TOBACCO LOSS ASSISTANCE PROGRAM      Version: AE11  02-21-02 13:10 Term #2
-----
Program Year:  2001  Tobacco Kind:  Fire-cured Tobacco

Please Enter a Farm Number :          3990

and

Select a Process Option          1
1. Process Application
2. View Application
3. Modify Application
4. Approve Application
5. Withdraw Application (Before issuing payments)

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

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2 County Office Action (Continued)

C

**Option 1,
“Process
Application”**

Option 1 will allow TLAP01 application data to be entered into the System 36.

- The person who was the quota owner of record on July 3, 2001, is eligible to apply for owner-allocated pounds.
- If an applicant is not on the name and address file, that applicant may be added to the name and address file according to 1-CM. TLAP01 software will not accept temporary ID's.

Note: Contact the State Office if an applicant is a Bureau of Indian Affairs member who only has a temporary ID number.

- If an applicant is not associated with the farm, that applicant may be added to the farm through farm maintenance by accessing option 9, “Add Other Producers”, on TLAP01 Main Menu MNE000.
- County Offices making any modification shall note, sign, and date the justification for the change in the remarks section of CCC-951.

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2 County Office Action (Continued)

C

Option 1,

Enter application data according to the following table.

“Process

Application”

(Continued)

| Step | Action | | Result |
|------|---|--|---|
| 1 | On Screen MNT30001, enter the farm number shown on CCC-951, item 3 and PRESS “Field Exit”. ENTER “1”, “Process Application”, and PRESS “Enter”. | | Screen MNT30101 will be displayed. |
| 2 | IF the pounds displayed on Screen MNT30101 are... | THEN... | |
| | the pounds displayed on CCC-951, item 8, 16, 24, or 32, as applicable | PRESS “Field Exit”. ENTER “Y” to the question, “Do you wish to modify Pounds?”, and PRESS “Enter”. | Screen MNT30200 will be displayed. |
| | not the pounds displayed on CCC-951, item 8, 16, 24, or 32, as applicable | <p>modify the screen entries as follows:</p> <ul style="list-style-type: none"> ENTER “Y” to the question, “Do you wish to modify Pounds?”, and PRESS “Enter” do either of the following: <ul style="list-style-type: none"> enter modified, allocated pounds from CCC-951, item 8 for owners, if applicable, PRESS “Field Exit”, and PRESS “Enter” to continue to the next screen PRESS “Tab” to move the cursor to another allocated pounds space to be modified. Enter the modified pounds from the applicable item on CCC-951, PRESS “Field Exit”, and PRESS “Enter” to continue. | <p>Screen MNT30101 will be redisplayed. The cursor will default to “Allocated Payment Pounds for Owners”.</p> <p>Screen MNT30200 will be displayed.</p> |

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2 County Office Action (Continued)

C

Option 1, “Process Application” (Continued)

| Step | Action | Result | |
|------|--|---|--------------------------------------|
| 3 | <p>Select applicant names from CCC-951, ENTER “Y” beside each name for this session, and PRESS “Enter” to continue.</p> <p>Note: Roll page to show additional names for selection, if applicable. If a CCC-951 applicant’s name does not appear on Screen MNT30200, that applicant may be added by:</p> <ul style="list-style-type: none"> accessing Menu MND000 selecting option 9, “Add Other Producers” entering the applicant through farm maintenance. | Screen MNT30201 will be displayed. The cursor will default to “Pounds Allocated by Owner” beside the first applicant displayed on the screen. | |
| 4 | <p>From CCC-951 or CCC-951-A, enter the amount of pounds allocated to this owner, or ENTER “0” and PRESS “Field Exit”. Enter the amount of pounds allocated to each applicant displayed on Screen MNT30201 from the applicable entry on CCC-951 or CCC-951-A, or ENTER “0” and PRESS “Field Exit”. PRESS “Enter” to display additional selected applicants and repeat these actions for each applicant on the TLAP01 application. PRESS “Enter” to continue.</p> <p>Note: Additional producers may be accessed by either of the following:</p> <ul style="list-style-type: none"> pressing “Cmd16”, which will redisplay Screen MNT30200 and allow selection by entering “Y” beside the name accessing Menu MND000 and selecting option 9, “Add Other Producers”. | Screen MNT30301 will be displayed. | |
| 5 | <p>If COC has:</p> <ul style="list-style-type: none"> approved the application, enter the COC approval date and PRESS “Enter” not approved the application, do not enter the COC approval date. PRESS “Enter” to continue. | Screen MNT30401 will be displayed with the message, “This application has been updated”. | |
| 6 | ENTER “Y” or “N” to the question, “Do you wish to access another farm’s application?”, and PRESS “Enter”. | IF... | THEN... |
| | | “Y” is entered | Screen MNT30001 will be redisplayed. |
| | | “N” is entered | Menu MND000 will be displayed. |

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2 County Office Action (Continued)

D

Option 2, “View Application”

Option 2 will allow previously entered TLAP01 application data to be viewed. No data entry is allowed through this option.

View an application according to the following table.

| Step | Action | Result | |
|------|---|---|--------------------------------------|
| 1 | On Screen MNT30001, enter a farm number and PRESS “Field Exit”. ENTER “2”, “View Application”, and PRESS “Enter”. | Screen MNT30101 will be displayed. No changes will be allowed on Screen MNT30101. | |
| 2 | PRESS “Enter” to continue. | Screen MNT30201 will be displayed. No changes will be allowed on Screen MNT30201. | |
| 3 | PRESS “Enter” to continue. | Screen MNT30301 will be displayed. No changes will be allowed on Screen MNT30301. | |
| 4 | PRESS “Enter” to continue. | Screen MNT30402 will be displayed with the message that the farm’s application has been viewed. | |
| 5 | ENTER “Y” or “N” and PRESS “Enter”. | IF... | THEN... |
| | | “Y” is entered | Screen MNT30001 will be redisplayed. |
| | | “N” is entered | Menu MND000 will be displayed. |

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2 County Office Action (Continued)

E

**Option 3,
“Modify
Application”**

Option 3 will allow previously entered TLAP01 data to be modified.

County Offices making any modification shall note, sign, and date the justification for the change in the remarks section of CCC-951.

Modify an application according to the following table.

| Step | Action | | Result |
|------|---|--|--|
| 1 | On Screen MNT30001, enter a farm number and PRESS “Field Exit”. ENTER “3”, “Modify Application”, and PRESS “Enter”. | | Screen MNT30101 will be displayed. |
| 2 | IF... | THEN... | |
| | the pounds displayed on Screen MNT30101 are not the pounds displayed on CCC-951 | <p>do either of the following:</p> <ul style="list-style-type: none"> enter modified, allocated pounds from CCC-951, item 8 for owners, if applicable, PRESS “Field Exit”, and PRESS “Enter” to continue to the next screen PRESS “Tab” to move the cursor to another allocated pounds space to be modified. Enter the modified pounds from the applicable item on CCC-951, PRESS “Field Exit”, and PRESS “Enter” to continue. | Screen MNT30101 will be redisplayed. The cursor will default to “Allocated Payment Pounds for Owners”. |

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2 County Office Action (Continued)

E

Option 3,
“Modify
Application”
(Continued)

| Step | Action | Result | |
|------|---|--|--------------------------------------|
| 3 | <p>Enter modified, allocated owner pounds, if applicable, and PRESS “Field Exit”. PRESS “Enter” to continue or PRESS “Tab” to move the cursor to another allocated pounds space to be modified. Enter modified pounds where applicable and PRESS “Field Exit”. PRESS “Enter” to continue.</p> <p>Note: Additional producers may be accessed by either of the following:</p> <ul style="list-style-type: none"> pressing “Cmd16”, which will display Screen MNT30200 and allow selection by entering “Y” beside the name accessing Menu MND000 and selecting option 9, “Add Other Producers”. | <p>Screen MNT30301 will be displayed.</p> <p>Note: If Screen MNT30301 displays a COC approval date, the County Office shall print and CED shall sign and date Screen MNT30301, and attach it to CCC-951 for the farm.</p> | |
| 4 | <p>If COC has:</p> <ul style="list-style-type: none"> approved the application, enter the COC approval date and PRESS “Enter” not approved the application, do not enter the COC approval date. PRESS “Enter” to continue. | <p>Screen MNT30401 will be displayed with the message, “System has completed modifying this farm’s application data”.</p> | |
| 5 | <p>ENTER “Y” or “N” to the question, “Do you wish to access another farm’s application?”, and PRESS “Enter”.</p> | IF... | THEN... |
| | | “Y” is entered | Screen MNT30001 will be redisplayed. |
| | | “N” is entered | Menu MND000 will be displayed. |

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2 County Office Action (Continued)

F

Option 4, “Approve Application”

Option 4 will allow the approval of a TLAP001 application that was not previously approved through either option 1 or 3.

- COC may alter disputed shares. Make remarks and document. Send the letter with appeal rights.
- County Offices making any modification shall note, sign, and date the justification for the change in the remarks section of CCC-951.

Approve an application according to the following table.

| Step | Action | Result | |
|------|---|--|--------------------------------------|
| 1 | On Screen MNT30001, enter a farm number and PRESS “Field Exit”. ENTER “4”, “Approve Application”, and PRESS “Enter”. | Screen MNT30101 will be displayed. No changes will be allowed on Screen MNT30101. | |
| 2 | PRESS “Enter” to continue. | Screen MNT30201 will be displayed. No changes will be allowed on Screen MNT30201. | |
| 3 | PRESS “Enter” to continue. | Screen MNT30301 will be displayed. | |
| 4 | If COC has: <ul style="list-style-type: none"> • approved the application, enter the COC approval date and PRESS “Enter” • not approved the application, do not enter the COC approval date. PRESS “Enter” to continue. | Screen MNT30404 will be displayed with the message, “The previously selected action has been updated”. | |
| 5 | ENTER “Y” or “N” to the question, “Do you wish to access another farm’s application?”, and PRESS “Enter”. | IF... | THEN... |
| | | “Y” is entered | Screen MNT30001 will be redisplayed. |
| | | “N” is entered | Menu MND000 will be displayed. |

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2 County Office Action (Continued)

G

**Option 5,
“Withdraw
Application
(Before Issuing
Payments)”**

Option 5 will allow the withdrawal of an application before issuing payments.

Withdraw an application according to the following table.

| Step | Action | Result | |
|------|---|--|--------------------------------------|
| 1 | On Screen MNT30001, enter a farm number and PRESS “Field Exit”. ENTER “5”, “Withdraw Application”, and PRESS “Enter”. | Screen MNT30101 will be displayed. No changes will be allowed on Screen MNT30101. | |
| 2 | PRESS “Enter” to continue. | Screen MNT30201 will be displayed. No changes will be allowed on Screen MNT30201. | |
| 3 | PRESS “Enter” to continue. | Screen MNT30301 will be displayed. No changes will be allowed on Screen MNT30301. | |
| 4 | PRESS “Enter” to continue. | Screen MNT30302 will be displayed with the message, “You have reviewed this application”. | |
| 5 | ENTER “Y” or “N” to the question, “Is this the correct application to withdraw?”, and PRESS “Enter”. | Screen MNT30405 will be displayed with the message, “The previously selected action has been updated”. | |
| 6 | ENTER “Y” or “N” to the question, “Do you wish to access another farm’s application?”, and PRESS “Enter”. | IF... | THEN... |
| | | “Y” is entered | Screen MNT30001 will be redisplayed. |
| | | “N” is entered | Menu MND000 will be displayed. |